

FieldManager User's Guide Supplement

(For Michigan Local Agencies and Consultants)

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The instructions in this document apply to all construction contracts that are let by the Michigan Department Of Transportation (MDOT). If you have any questions regarding the information in this document, please call MDOT's FieldManager Help Line at 517-322-1556 or send an email to fieldmanager-admin@mdot.state.mi.us. For all other FieldManager related questions, contact Info Tech, Inc. at 352-381-4400 or info@infotechfl.com.

MDOT's Bulletin Board (BBS):

The most recent version of the following files can be found in the FIELDMGR Library on MDOT's Bulletin Board (BBS) at <http://www.mdot.state.mi.us/bbs/>

aglogo.bmp	MDOT's Logo File.
dislocal.pdf	FieldManager List Of Local Agency District Numbers.
dismdot.pdf	FieldManager List Of MDOT Office District Numbers.
fieldbk.ini	MDOT's FieldBook INI File.
fieldmgr.ini	MDOT's FieldManager INI File.
fmgrrref.ref	MDOT's FieldManager Reference File.
techsupp.txt	MDOT's Technical Support File.
ugsuplc.pdf	FieldManager User's Guide Supplement For Michigan Local Agencies and Consultants.

Configuring FieldManager For Your Office:

1. You must use MDOT's "INI" files (fieldbk.ini and fieldmgr.ini) when installing FieldManager. If you do not have these files, they can be downloaded from MDOT's BBS.
2. You must import MDOT's Reference File (fmgrrref.ref) before you can import any MDOT contracts into FieldManager. If you do not have this file, it can be downloaded from MDOT's BBS. Run the File (pull down) - Import - File option to import the file into FieldManager.
3. If you are a local agency, you must enter the proper district code before you can import any MDOT contracts into FieldManager. Enter the district code as follows (you must have a security level of "System Administrator" to perform these tasks):
 - A. Go to the Utilities (pull down) - System Management - System Configuration - General tab.
 - B. In the District Number field, indicate the number assigned to your office. The correct number can be found in the FieldManager List Of Local Agency District Numbers. If you do not have this list, it can be downloaded from MDOT's BBS.

Importing New Contracts:

A contract initialization file will be sent to your organization for all new contracts. If you have not received this file, consultant organizations should contact the MDOT or Local Agency Project Engineer Manager, local agencies should contact MDOT's Contract Services Division at 517-335-2318. When you receive the contract initialization file perform the following:

1. If you are a consultant organization, you must enter the proper district code before you can import the contract into FieldManager. Enter the district code as follows (you must have a security level of "System Administrator" to perform these tasks):
 - A. Go to the Utilities (pull down) - System Management - System Configuration - General tab.
 - B. In the District Number field, indicate the number assigned to the office of the MDOT or

Local Agency Project Engineer Manager. The correct number for local agencies can be found in the FieldManager List Of Local Agency District Numbers, and the correct number for MDOT offices can be found in the FieldManager List Of MDOT Office District Numbers. If you do not have these lists, they can be downloaded from MDOT's BBS.

2. Run the File (pull down) - Import - File option to import the contract into FieldManager, and then perform the following:
 - A. Select the new contract in the contract list.
 - B. Go to the Docu - General tab and update/confirm the following:
 - a. Project Engineer and Resident Engineer: Indicate the proper name in whichever fields are applicable.
 - b. Managing Office: Indicate the name of your organization.
 - c. In Set Agency Name/Logo, the Agency Logo File must specify MDOT's "aglogo.bmp" file, and the Agency Name must contain "Michigan Department of Transportation".
 - d. Create Electronic Files: Must be set to "Yes".
 - e. StandAlone Contract: Must be set to "Yes".

Operating Procedures:

1. Perform the following at the end of each day when pay estimates have been generated:
 - A. Run the Utilities (pull down) - Combine Outbox Files option.
 - B. Send the file with an extension of "upd" to the MDOT Central Office in Lansing by attaching the "upd" file to an email message. Indicate "UPD File Attached" in the email subject, and send to mdot-estimates@mdot.state.mi.us. If you do not have an email account, place this file on a diskette, write "UPD File" on the diskette label, and mail the diskette to:

Michigan Department Of Transportation
Contract Services Division
Contractor Payment Unit
P.O. Box 30050
Lansing, MI 48909
 - C. After the "upd" file has been sent, delete the original copy of the "upd" file.
 - D. Send a fax of the Construction Pay Estimate Reports generated that day to MDOT's Contract Services Division at 517-373-0403.
2. For each Project Voucher Summary (PVS) that you receive from MDOT, verify that it balances with the corresponding Construction Pay Estimate Amount Balance Report (CPEABR) as follows:
 - A. The PVS - Gross Earnings This Period must equal the CPEABR - Total Amount Paid This Estimate.
 - B. The PVS - Gross Earnings To Date must equal the CPEABR - Total Amount Paid To Date.

If any of the above figures do not balance, immediately call MDOT's FieldManager Help Line or send an email to fieldmanager-admin@mdot.state.mi.us.

3. It is extremely important to backup the FieldManager database at the end of the day whenever any work has been done in FieldManager other than inquiries. MDOT recommends to copy each backup file to an external diskette (3½ inch, zip, jaz, etc.,). A recommended backup procedure can be found in FieldManager in the Help - Technical Support window under Additional Technical Information.
4. When adding stockpiles, in the Stockpile Step 3 screen, do not assign more than one item to each stockpile. If you have a stockpile requiring more than one item, assign each item to a separate stockpile. This can be done by choosing the Add button in the Stockpiles list individually for each item, and then selecting the most appropriate Stockpile Description in the Step 1 screen.
5. Run the File (pull down) - Archive Contract option after verifying that the final Construction Pay Estimate Amount Balance Report properly balances with the corresponding Project Voucher Summary. The archive process will create an archive file with an extension of "fma". When asked if you wish to save to another location, answer yes and create two extra copies. The extra copies should be saved to external diskettes (3½ inch, zip, jaz, etc.,). Label both diskettes. One of the diskettes should be included with the contract records that are sent to the MDOT Project Engineer Manager, the other diskette should be stored at your office.
6. In the Docu - Subcontractors tab, if you wish to add a subcontractor that is not on the subcontractor list, you will need to import the most recent version of MDOT's FieldManager Reference File. This file can be downloaded from MDOT's BBS.
7. If you wish to add a new category to a project, call MDOT's FieldManager Help Line or send an email to fieldmanager-admin@mdot.state.mi.us and supply the following information:
 - A. Name of managing office.
 - B. Name and telephone number of contact person at the managing office.
 - C. Contract ID.
 - D. Project Number.
 - E. Name of each new funding source (agency, company, etc.). If multiple sources, indicate the participation percentage for each source.
 - F. Total dollar amount for the new category.
 - G. Short description of the type of work being done.

After MDOT has processed your request, someone from MDOT's FieldManager Help Line will send you a file containing the new category. This file must be imported into FieldManager by running the File (pull down) - Import - File option.

Estimate Processing Information:

1. **Negative Vouchers.** When generating estimates, if you receive a warning that indicates there is a negative voucher, if at all possible, do not create a voucher for the project with the negative value until a positive payment can be made. The software in Lansing creates payment vouchers at the project level (not contract), and negative vouchers create a substantial amount of additional work in MDOT's Contract Services Division.
2. **Reducing/Increasing Retainage.** If you wish to reduce or increase the contractor's retainage,

perform the following:

- A. Look in the Estimates - Vouchers tab and verify that the Estimated Payment is zero or greater for all projects. If the Estimated Payment is less than zero for any projects, do not reduce or increase the retainage until the Estimated Payment is zero or greater for all projects.
 - B. In the Estimates - Vouchers tab, place a check mark in the Create Voucher column for all projects that are not already checked. All projects must have a check mark in the Create Voucher column before the estimate is generated.
 - C. In the Estimates - General tab - Estimate Comments field, indicate that you wish to reduce or increase the retainage, and specify the percent or amount of the retainage reduction or increase.
3. **Final Estimates.** If you wish to generate a final estimate, perform the following:
- A. In the Estimates - General tab, Estimate Type drop down, select “Final-Regular Contract”.
 - B. In the Estimates - Vouchers tab, place a check mark in the Create Voucher column for all projects that are not already checked. All projects must have a check mark in the Create Voucher column before the estimate is generated.
4. **Post Final Estimates.** Once a final estimate has been generated, each subsequent estimate must be a post final estimate. When generating post final estimates, perform the following:
- A. In the Estimates - General tab, update as follows:
 - a. Estimate Type: Select “Final-Regular Contract”.
 - b. Estimate Comments: Specify that the estimate is a post final estimate.
 - B. In the Estimates - Vouchers tab, place a check mark in the Create Voucher column for all projects that are not already checked. All projects must have a check mark in the Create Voucher column before the estimate is generated.
5. **Projects With Estimated Payments Of Zero.** In the Estimates - Vouchers tab, for projects with an Estimated Payment of zero, do not place a check mark in the Create Voucher column unless you wish to increase/reduce the retainage or the Estimate Type is “Final-Regular Contract”.